



## GOVERNOR'S OFFICE OF EQUAL OPPORTUNITY

State Capitol Executive Tower  
1700 W. Washington, Suite 156  
Phoenix, Arizona 85007  
Phone: 602-542-3711 FAX: 602-542-3712



November 25, 2008

Dear Director:

Each year the Governor's Office of Equal Opportunity requests information about state employees in your agency. This data is then aggregated into a summary form and presented to our Governor for her review. This data is also the basis for mandated statewide reports to the U. S. Equal Employment Opportunity Commission and the U. S. Department of Justice.

Enclosed please find information concerning your agency's 2009 Equal Employment Opportunity Report, reviewing data for calendar year 2008. Our office is setting Friday, January 16th, 2009 as the deadline for your agency's 2009 Equal Employment Opportunity Report.

For agencies with more than fifty (50 or more) Full Time Equivalent (FTE) positions, please complete and return a hard copy of the following documents:

1. An EEO Policy Statement: Please print this document on agency letterhead and insert the name of your agency as indicated throughout the document. Include full contact information for the designated agency Equal Employment Opportunity Administrator. Indicate the location where this policy is accessible to employees (website address and physical locations). This Policy Statement should be signed and dated by the agency Director;
2. A Hiring Summary: This sheet is Agency workforce numbers based on HRIS data as of December 31<sup>st</sup>, 2008 (provided by HRIS via email). This information includes both new hires and interagency transfers. If your agency does have an active Diversity Plan, or Cultural Competence policy please include a copy of these documents. Initiatives in the planning stages of implementation will be not be considered active;
3. A Workforce Analysis Chart: Complete this worksheet using the Agency EEO-4 (XP391 provided by HRIS via email) and Exception Report as of December 31<sup>st</sup>, 2008. An Excel template and instructions have been included for you to complete your workforce analysis;
4. An Agency Barrier Analysis: Please identify agency problems and barriers in recruiting diverse applicants using the workforce analysis. An Excel template has been included for you to complete your Barrier analysis;
5. An Agency Strategic Plan for 2009: A template has been included for you to provide a narrative description of the agencies strategy to address areas where workforce representation is below parity norms. Please collaborate with agency recruiters to develop an optimal strategic plan to attract diverse applicants. Include full contact information for internal staff members responsible for recruitment efforts within the agency. A semi-annual follow up is planned to evaluate the results produced.

The Governor's Office of Equal Opportunity hosted an orientation session on December 8th, 2008, from 9:00 am to 11:00 am at the State Capitol to answer questions related to the Equal Employment

Opportunity plan. A copy of the orientation session packet may be downloaded from our website at [http://azgovernor.gov/eop/PlanningKit\\_Large.asp](http://azgovernor.gov/eop/PlanningKit_Large.asp)

A hard copy of the above listed documents should be submitted via inter-agency mail to:

Governor's Office of Equal Opportunity  
Attn: Manuel Cisneros  
1700 West Washington Street, Suite 156  
Phoenix, Arizona 85007

Please include a cover letter from your agency Director to Governor Janet Napolitano by **Friday, January 16<sup>th</sup>, 2009** (no exceptions).

The Governor's Office of Equal Opportunity will send a letter of confirmation once the report is received.

Please contact the Governor's Office of Equal Opportunity at (602) 542-3711 with any questions that you may have concerning this request.

Very truly yours,

Manuel V. Cisneros  
Director  
Governor's Office of Equal Opportunity

cc: Agency EEO Administrator